KENTUCKY DEPARTMENT for LIBRARIES and ARCHIVES

2016-2017 ANNUAL REPORT

Investing in Leaders
As State Librarian and Commissioner, I’m happy to present the Kentucky Department for Libraries & Archives annual report for Fiscal Year 2016-17. It is an honor to serve the Commonwealth in this role; I am excited about the work the agency is currently doing, and look forward to the opportunities the future holds. The mission of KDLA is to support and promote access to library services, and to ensure that documentation of government activities is created, preserved and made available for public use. KDLA has made exciting strides in provision of these services over the last year.

Under new agency leadership, the two KDLA divisions, the Archives and Records Management Division and the Division of Library Services, continued valuable long-term service for the commonwealth and undertook new initiatives in many areas. We set an E-rate record, with 103 counties receiving funding commitments. We awarded over a half-million dollars in Local Records grants to 50 local government agencies. We expanded our capacity to house records in the State Records Center. We provided library training to all of Kentucky’s public libraries and conducted the Public Library Institute for 69 participants. We initiated the groundbreaking Science in Play 2Go (SIP2Go) S.T.E.M learning experience for public libraries. Clearly, KDLA continues to fulfill a significant leadership role in the library and archival community, both within the Commonwealth and across the nation.

KDLA’s commitment to our core services remains strong, as evidenced by our staff members, who combine time-honored customer service practices along with the latest in technology to serve Kentucky’s need to know. Throughout this report, you will read how KDLA’s dedicated staff reaches into every county of our great Commonwealth to provide critical services on a daily basis. KDLA staff members visit courthouses and archives, preserving irreplaceable local records; they visit public libraries, providing materials, advice and technical assistance. The staff of the Kentucky Talking Books Library send audio books to blind and physically disabled Kentuckians in every county. KDLA staff members also deliver information services to state agencies, provide information databases for usage across Kentucky, and support information sharing among libraries, schools, and institutions. Our government, economy, and society all require information to operate; the Kentucky Department for Libraries and Archives plays a key role in preserving that information, and in making it accessible for every Kentuckian. I am confident you will be informed – and impressed – as you read about these services. We look forward to serving your information needs in the coming year.

Terry Manuel
State Librarian and Commissioner
WELCOME, LEADERSHIP TEAM!

During fiscal year 2016 – 2017, the Kentucky Department for Libraries and Archives welcomed a new leadership team.

On November 3, 2016, Governor Matthew G. Bevin appointed Terry Manuel as the State Librarian and Commissioner for KDLA. Terry is responsible for overseeing the assistance of 119 local public libraries in library development and management, as well as for preservation of public records in Kentucky. The State Archives holds 126,000 cubic feet of permanent public records dating from 1780 to the present, and 230,714 cubic feet of state and local temporary records in the State Records Center.

During his 25-year career with KDLA, Terry Manuel has served in a variety of positions in the Library Development Branch, including manager of the unit from 2007-2014. He also assisted library districts with technology issues as the E-rate Consultant, and provided support to public libraries in eastern Kentucky as a Regional Library Consultant.

Beth Shields was appointed as State Archivist and Records Administrator, and Director of the Archives and Records Management Division at KDLA on February 1, 2017. Beth has more than 15 years of archives and records management experience, including working with electronic records.

As State Archivist, Beth is responsible for leading the Archives and Records Management Division and overseeing records management services for state and local governments. The invaluable records held in the archives include records from each gubernatorial administration, and from all 120 Kentucky counties. The permanent record holdings include invaluable documents concerning river navigation, Kentucky boundaries, military, railroads, etc.

The State Archivist is also the coordinator of the Kentucky State Historical Records Advisory Board (SHRAB), which provides advice, assistance, and leadership to nearly 300 archival and manuscript repositories in the state.

Beth Milburn was selected as Director of the Library Services Division on April 16, 2017. Beth has worked in libraries for over 22 years. Beth has been with KDLA since 2008, first serving as Continuing Education Consultant then Branch Manager of Library Development. She brings a wealth of knowledge to her role. As Division Director, Beth is responsible for overseeing three branches: Library Development, Customer Service and Collections and the Kentucky Talking Book Library.
KDLA by the NUMBERS
## ARCHIVAL SERVICES BRANCH

### Research Room & Archives Center

<table>
<thead>
<tr>
<th>Metric</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Visitors</td>
<td>2,141</td>
</tr>
<tr>
<td>Rolls of Microfilm Accessed</td>
<td>8,496</td>
</tr>
<tr>
<td>Original Records Used</td>
<td>7,235</td>
</tr>
<tr>
<td>PagesCopied</td>
<td>52,765</td>
</tr>
<tr>
<td>Rolls of Film Accrued</td>
<td>333</td>
</tr>
<tr>
<td>Cubic Feet of Records Accessed</td>
<td>150</td>
</tr>
<tr>
<td>Reference Emails &amp; Calls</td>
<td>5,654</td>
</tr>
<tr>
<td>Research &amp; Online Requests</td>
<td>2,071</td>
</tr>
<tr>
<td>State Agency Requests</td>
<td>1,058</td>
</tr>
</tbody>
</table>

### Preservation & Special Formats

<table>
<thead>
<tr>
<th>Metric</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents Cleaned</td>
<td>17,637</td>
</tr>
<tr>
<td>Records Deacidified</td>
<td>1,144</td>
</tr>
<tr>
<td>Records Repaired</td>
<td>129</td>
</tr>
<tr>
<td>Records Encapsulated</td>
<td>1,150</td>
</tr>
<tr>
<td>Photographic Requests</td>
<td>41</td>
</tr>
</tbody>
</table>
ELECTRONIC RECORDS
MANAGEMENT BRANCH*

Electronic Records Archives & Digital Preservation

4,054
Files Transferred to Repository

43,252
Files Renamed in Preparation for Ingest into Preservica

65
Accessions Created

Electronic Records Management

35
Agency Site Visits

18
Revisions to Agency Electronic Systems Databases

6
Trainings

Application & Database Support

167
Completed Support Requests

9
State Agencies Assisted with FileNet

* These numbers reflect October 2016, November 2016, December 2016, and June 2017 reports.
MICROGRAPHICS & IMAGING
BRANCH

943  839,963  1,157
Rolls of Microfilm Processed  Scanned Images Converted to Microfilm  Rolls of Microfilm Duplicated

1,667,403
Original Documents Scanned and Indexed

AGENCIES WORKED WITH:

- Knott County Schools
- Boone County Schools
- Northern Kentucky University
- Mines & Minerals
- Board of Nursing
- Edmonson County Clerk
- Taylor County Clerk
- Madisonville Police Department
- Eastern Kentucky University
- Shelby County Clerk
- Fayette County Clerk
- Warren County Schools
- Barren County Schools
- Nelson County Clerk
- Boone County Clerk
- Campbell County Clerk
- City of Madisonville
- Franklin County Clerk
- Hardin County Clerk
- Jackson County Clerk
- Lewis County Clerk
- Marshall County Clerk
- Medical Licensure
- Muhlenberg County Clerk
- Trimble County Clerk
- Office of Vital Statistics
- Washington County Clerk
- Washington County Schools
- Whitley County Clerk
The KDLA Local Records Grant program distributed $586,017 in grant funds to 50 local agencies in 2016-2017.

This program helps to preserve, protect, and make available records with continuing archival value and to assist local agencies with records management. Grant funds have been used to support work in microfilming, preservation, equipment, codification of ordinances, and more.

**GRANT RECIPIENTS:**

- Adair County
- Allen County
- Barren County
- Bourbon County
- Boyd County
- Boyle County
- Bracken County
- Calloway County
- Campbell County
- Carlisle County
- City of Nicholasville
- Crittenden County
- Daviess County
- Edmonson County
- City of Elsmere
- Estill County
- Fayette County
- Floyd County
- Gallatin County
- Garrard County
- Grant County
- Green County
- Harlan County
- Henderson County
- Henry County
- Hickman County
- Hopkins County
- Jackson County
- Johnson County
- Kenton County
- Knox County
- Leslie County
- Lincoln County
- Livingston County
- Marion County
- Mason County
- McCracken County
- McLean County
- Mercer County
- Monroe County
- Morgan County
- Muhlenberg County
- Pike County
- Rowan County
- Russell County
- Spencer County
- Taylor County
- Union County
- Webster County
- Wolfe County

**LOCAL RECORDS BRANCH**

365

Number of Personal Contacts

1,436

Number of Telephone/ Email Contacts

**GRANT RECIPIENTS:**

- Adair County
- Allen County
- Barren County
- Bourbon County
- Boyd County
- Boyle County
- Bracken County
- Calloway County
- Campbell County
- Carlisle County
- City of Nicholasville
- Crittenden County
- Daviess County
- Edmonson County
- City of Elsmere
- Estill County
- Fayette County
- Floyd County
- Gallatin County
- Garrard County
- Grant County
- Green County
- Harlan County
- Henderson County
- Henry County
- Hickman County
- Hopkins County
- Jackson County
- Johnson County
- Kenton County
- Knox County
- Leslie County
- Lincoln County
- Livingston County
- Marion County
- Mason County
- McCracken County
- McLean County
- Mercer County
- Monroe County
- Morgan County
- Muhlenberg County
- Pike County
- Rowan County
- Russell County
- Spencer County
- Taylor County
- Union County
- Webster County
- Wolfe County
<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Personal Contacts</td>
<td>1,588</td>
</tr>
<tr>
<td>Number of Telephone/Email Contacts</td>
<td>3,825</td>
</tr>
<tr>
<td>Scheduled, Revised, or Deleted Records Series</td>
<td>189</td>
</tr>
<tr>
<td>Number of Records Accessed</td>
<td>274</td>
</tr>
<tr>
<td>Records Retrieved</td>
<td>17,135</td>
</tr>
<tr>
<td>Records Destroyed In-Agency</td>
<td>38,687</td>
</tr>
<tr>
<td>Assistance Contacts with Agencies</td>
<td>234,468</td>
</tr>
<tr>
<td>Staff retrieved Department of Correction boxes</td>
<td>234,468</td>
</tr>
<tr>
<td>Records Retrieved</td>
<td>19,971</td>
</tr>
<tr>
<td>Records Destroyed In-Agency</td>
<td>6,613</td>
</tr>
<tr>
<td>Records Re-Filed or Interfiled</td>
<td>13,626</td>
</tr>
<tr>
<td>Records Destroyed In-Agency</td>
<td>13,626</td>
</tr>
</tbody>
</table>

71 new units of shelving were installed, allowing for 6,390 cubic feet of records. Staff retrieved Department of Correction boxes for a large-scale DOC scanning project.
The State Library collection includes 14,241 books, 17,163 large print books, 6,802 audiobooks/MP3CDs, 527 videos/DVDs and equipment, 914 book discussion kits, 206 programming kits, and 17,443 kit parts. The State Library provides access to 31,329 state government publications.
# Kentucky Talking Book Library

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrons Served</td>
<td>4,380</td>
</tr>
<tr>
<td>Phone Calls, Emails, &amp; Letter Mail</td>
<td>10,360</td>
</tr>
<tr>
<td>Special Players &amp; Accessories Shipped</td>
<td>1,081</td>
</tr>
<tr>
<td>Kentucky Books Downloaded</td>
<td>5,767</td>
</tr>
<tr>
<td>Downloaded Books from the NLS BARD Website</td>
<td>64,131</td>
</tr>
<tr>
<td>Customers Registered on the NLS BARD Website</td>
<td>818</td>
</tr>
<tr>
<td>Titles Downloaded on Demand for BARD patrons</td>
<td>650</td>
</tr>
<tr>
<td>Books Requested from Other Talking Book Libraries</td>
<td>1,144</td>
</tr>
<tr>
<td>Copies of Newsletters, Braille, Recorded Formats Produced and Distributed</td>
<td>7,563</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistance Contacts to Public Libraries</td>
<td>63,937</td>
</tr>
<tr>
<td>Library Meetings Attended by Regional</td>
<td>144</td>
</tr>
<tr>
<td>Consultants</td>
<td></td>
</tr>
<tr>
<td>E-Rate Consultations</td>
<td>3,248</td>
</tr>
<tr>
<td>Summer Reading Program Attendance</td>
<td>432,711</td>
</tr>
<tr>
<td>Board Meetings Attended by Regional</td>
<td>775</td>
</tr>
<tr>
<td>Consultants</td>
<td></td>
</tr>
<tr>
<td>E-Rate Funds Distributed</td>
<td>$1,815,273</td>
</tr>
</tbody>
</table>

10 Public Library Facilities Construction Fund grants were awarded, totaling $20 million over 20 years. The total amount KDLA is distributing among the libraries per year is $1 million. KDLA has awarded more than $44.5 million since 2000.

**Grant Recipients:**

- Clay County Public Library
- Corbin Public Library
- Grant County Public Library
- Henry County Public Library
- Louisville Free Public Library
- Larue County Public Library
- Madison County Public Library
- Marion County Public Library
- William B. Harlan Memorial Library (Monroe County)
- Russell County Public Library
We broke records!

Kentucky public libraries set a new record for funding commitments from Education Rate (E-rate). For the July 2016 to June 2017 funding year, the libraries have a record commitment for $2,083,104 in E-rate funding to be disbursed.

E-rate is a federal program that provides discounts on Internet, telecommunications, and networking equipment for schools and public libraries. E-rate discounts provide critical budget relief to public libraries and allow them to spend local tax dollars on other services and programs in their communities. KDLA has provided extensive training in filling out the required forms and one-on-one consultations to librarians.

103 libraries filed for discounts, up 12% compared to the record set last year

34 libraries requested networking equipment discounts, up 17% from last year
Training is what we do!

32 records-management workshops for state agencies with 1,321 participants.

24 online trainings, attended by 587 state government employees

Awarded 6 tuition reimbursement grants to public library staff pursuing Master of Library Science degree.

4 records-management workshops for local agencies with 181 participants.
68 online trainings attended by 1,115 public library staff.

30 participants attended 2 online literacy courses taught by nationally renowned early literacy consultant Saroj Ghoting.

Provided 3 face-to-face Cataloging Boot Camps across the Commonwealth with 60 participants.

Provided online classes through University of Wisconsin-Madison. 10 classes were offered with 46 participants.
The Summer Reading S.T.E.M. Refresher was held in March at the Kentucky Science Center in Louisville; 130 youth services library staff attended. Sessions included presenters from Boone & Oldham County Public Libraries, as well as the Kentucky Department of Education, the National Center for Families Learning, and the Cincinnati Contemporary Arts Center.
The Institute is open to public library staff working towards their initial certification & is considered the equivalent of taking a 3-hour college class. Core topics in library science are covered including youth services, cataloging, and customer service.

2016-2017 had a total of 69 participants.
We invited WLEX’s Lee Cruse to help us spotlight Kentucky Archives Month!

Kentucky archival and manuscript repositories throughout the state observed October 2016 as Kentucky Archives Month, in conjunction with American Archives Month. The theme was *Transportation and Industry in Kentucky*.

Nearly 300 archival and manuscript repositories in Kentucky preserve archival and manuscript records that provide a rich and varied picture of the history of Kentucky. Their collections include personal papers, photographs, bibles, diaries, and government records, such as marriage certificates and wills. Many institutions host special programs, open houses, exhibits, and speakers during the month, to highlight historical and unique materials available for research.

Kentucky Archives Month is sponsored by the Kentucky State Historical Records Advisory Board, the Friends of Kentucky Public Archives, Inc., and KDLA.
In October 2016, the Friends of Kentucky Public Archives, Inc. and the KDLA Archives and Records Management Division co-hosted the twenty-eighth annual Public Archives Symposium. The featured speaker for the Symposium was Charles “Chuck” Parrish, a retired historian with the Louisville District, United States Army Corps of Engineers, and past consultant to the Rivers Institute at Hanover College. As editor of *Heroes at the Falls: Louisville’s Lifesavers*, he discussed the history of the United States Lifesaving Service and the individuals who risked their lives to save others, as well as countless boats and cargoes.
KDLA, in partnership with the Kentucky Science Center, launched the Science in Play 2Go (SIP2GO) exhibit. The exhibit is a mobile version of the Kentucky Science Center’s permanent gallery that travels to libraries across the Commonwealth for 12-week residencies. It opened in December of 2016 at the Woodford County Library and continued its 2017 tour at libraries in Oldham County, Logan County, and Laurel County.

SIP2GO creates opportunities for life-long learning by focusing on 21st century skills, open-ended collaboration, and creativity – all through the power of play. The exhibit mirrors the popular elements of the permanent gallery including the blue blocks for building, the science depot, and a light bright board. The Kentucky Science Center also hires and trains a full time staff person to facilitate the exhibit experience and additional early-childhood learning opportunities.

“Science in Play 2Go will play a critical role in addressing the issue of Kindergarten readiness across Kentucky by providing children with access to experiences that invite imaginative thinking, foster creativity and encourage problem-solving,” said Terry Manuel.
Staff Association donated 221 food items to the Salvation Army!
Washington County Public Library Ribbon Cutting. November 2016

The State Board of the Certification of Librarians. October 2016

Newspaper tower challenge at the STEM Refresher. March 2017
Library Development presents at Louisville Free Public Library Bon Air Branch. April 2017

Public Library Trustee Certification at the Kentucky Public Library Association Spring Conference. March 2017

Kentucky Council on Archives Spring Meeting. May 2017

Library Development presents at Louisville Free Public Library Bon Air Branch. April 2017